

ATTACHMENT C

[date]

Dear Jacob K. Javits Project Director:

This package contains the documentation you will need to request [next fiscal year] continuation support for Javits fellows enrolled at your institution. Jacob K. Javits Fellowships funded through the U.S. Department of Education are renewable for up to three additional years of study or for completion of degree, whichever comes first. Students may receive continuation fellowship support provided that they have financial need and made satisfactory academic progress. The Jacob K. Javits Fellowship Program is authorized by Part A of Title VII of the Higher Education Act of 1965, as amended (HEA). The enclosed *Report of Financial Need and Certification* forms are required for you to request continuation fellowships for eligible students for [date]. Please review the instructions provided to assist you carefully. **This report is due to the Department of Education by [date].** Please note that the submission deadline will be strictly enforced.

The enclosed list, [current fiscal year] *Jacob K. Javits Fellowship Continuations by Institution and Cohort*, also referred to as *Attachment K*, indicates all of the Javits fellows within a cohort who are currently enrolled at your institution who were awarded a fellowship. Please e-mail your current mailing address so that I may mail the list(s) to you as soon as possible to further assist you. **NOTE:** If this message has reached the incorrect contact person, please forward the message to the correct contact person. If you are unable to do so, please notify me via e-mail immediately.

For students who will be continuing on the Javits fellowship, please complete a separate report for each cohort if your institution has received multiple grant awards. Please be sure to indicate the status of each student on each report form as follows: "Enrolled Current Fellow," "Graduated," "On Interruption of Study," "Withdrawn," "Transferred," "Funding Discontinued due to Failure to Make Substantial Academic Progress," "Completed Tenure but Still Enrolled," "On Interruption of Study," or "Funding Discontinued Due to Failure to Make Substantial Academic Progress."

The maximum fellowship award for [current fiscal year ] was [\$ amount], including a maximum stipend of [\$ amount] and an institutional payment of [\$ amount]. The continuation paperwork

collects information on the previous year's amounts. The actual amounts have been adjusted to meet the maximum stipend of the National Science Foundation Graduate Fellowship Program, as of February 1 of that year, which is now [\$ amount]. The institutional payment has been adjusted to [\$ amount], in accordance with the Consumer Price Index, which is determined by the U.S. Department of Labor at the end of each year. We will automatically adjust your fellowship continuation requests accordingly. No fellowship stipend can exceed the student's level of financial need or the maximum stipend.

This package also contains a "Dear Continuing Javits Fellow" letter from the Javits Program staff at the U.S. Department of Education for use by Javits coordinators at grantee institutions. It may be used to notify fellows about filing the Free Application for Federal Student Aid (FAFSA) necessary for the Title IV need calculation. The Department of Education recommends that you forward this letter to each Javits fellow attending your institution before the winter break. Use of this letter is not required, but is provided to further assist you in receiving the required information.

I appreciate your prompt attention regarding this matter. If you have any questions, please feel free to contact me by phone at (202) 502-7542, fax (202) 502-7859, or e-mail at

[Carmen.Gordon@ed.gov](mailto:Carmen.Gordon@ed.gov).

Sincerely,

Carmen Gordon  
Program Officer  
Jacob K. Javits Fellowship Program

Enclosures (4)

- Report of Financial Need and Certification Form and Instructions
- Agreement Certification Form for the Jacob K. Javits Fellowship Program
- [Fiscal Year] Jacob K. Javits Continuation Fellowships by Institution and Cohort
- "Dear Continuing Javits Fellow" Letter